

FINANCE & BUDGET COMMITTEE

AGENDA

OCTOBER 30, 2025

Committee Members: *Thomas, Geraci, Strough, Maday, Driscoll, Crocitto and Merlino*
Chair of the Board shall serve an Ex-Officio member when needed in accordance with Section C(4) of the Rules of the Board

I. Committee meeting called to order by Chairman.

II. Motion to approve minutes of prior Committee meetings.

III. Privilege of the Floor/Public Comment

IV. Action Agenda

1) **Request for transfer of funds as attached for Committee approval.**

2) **Requests/Items to be Discussed by the County Administrator (John Taflan, County Administrator):**

A) Journal Report of transfers approved by the County Administrator staff for September of 2025.

B) Request to amend the current contract with National Business Equipment to add a device for the Workforce Development office.

C) Request to authorize a new contract with Mediation Matters to provide conflict resolution and group facilitation services for Warren County Departments.

3) **Referral from the County Facilities Committee (Chaired by Supervisor Bruno):**

Buildings and Grounds (Scott Rogers, Director) -

Request for transfer of funds in the amount of \$35,000 from Budget Code A.1990 489, *Contingent Account, Other Payments/Contributions*, to Budget Code A.1624 415, *Health and Human Services Building - Elec*, to cover the cost of unanticipated utility rate increases.

4) **Referral from the Criminal Justice, Public Safety & Emergency Services Committee (Chaired by Supervisor Geraci):**
Public Defender (Gregory Canale, Public Defender) -

To amend the County Budget in the amount of \$3,560 to reflect receipt of NYS Office of Indigent Legal Services Distribution #14 grant funding to cover hospitalization and dental insurance fringe benefits for the remainder of 2025.

5) **Referrals from the Economic Growth & Development Committee (Chaired by Supervisor Etu):**

Planning & Community Development -

A) Request to establish Capital Project No. H449, *LCBP Septic Replacement*, in the amount of \$111,000.

B) Request to establish Capital Project No. H450, *Freight House Restoration*, in the amount of \$308,441.

C) Request to appropriate \$77,111 from Budget Code A.899.00, *Reserve, County Railroad Repairs*, to Budget code A.9950 910, *Transfers-Capital Projects, Interfund Transfers*, to cover the local share cost associated with establishing Capital Project No. H450, *Freight House Restoration*.

Workforce Development (Liza Ochsendorf, Director) -

D) Request to amend the 2025 Warren County Budget in the amount of \$620,154.30 to reflect receipt of federal WIOA (*Workforce Innovation & Opportunity Act*) funding for the program year 2025 (July 1, 2025 - June 30, 2026).

6) **Referral from the Human Services Committee (Chaired by Supervisor Driscoll):**

Department of Social Services (Christina Mastrianni, Commissioner) -

To amend the 2025 Warren County Budget in the amount of \$135,378 to reflect receipt of grant funding from NYSODTA to cover the cost of the contract with The Open Door Mission from October 1, 2025 through the remainder of the year.

7) **Referral from the Park Operations & Management Committee (Chaired by Supervisor Merlino):**

Request to appropriate \$2,732.29 from Budget Code A.691.07, *Deferred Revenue - Gaslight Village Parking Fees*, to Budget Code A.1625 413, *Charles R. Wood Park, Repair and Maint-Bldg/Property*, and to authorize reimbursement in the same amount to the Village of Lake George for Charles R. Wood Park attendants for August 2025.

CONTINUED

8) Referrals from the Public Works Committee (Chaired by Supervisor Conover):

Department of Public Works (Kevin Hajos, Superintendent) -

- A) Request to decrease Capital Project No. H390, *County Bridge & Culvert Projects*, in the amount of \$7,000.
- B) Request to amend the 2025 Warren County Budget in the amount of \$7,000 to increase Budget Code D.9950 910, *Transfers - Capital Projects*, in accordance with transfer of surplus local match funds from Capital Project No. H390, *County Bridge & Culvert Projects*.
- C) Request to amend Capital Project No. H409, *Warren County Culvert Assessments and Asset Management Plan*, to decrease in-kind services by \$7,000 and increase Budget Code D.9950.910, *Transfers-Capital Projects*, by same to fund the local grant match.

9) Request/Item to be Discussed by the County Treasurer (Christine Norton, County Treasurer):

- A) September Budget Variance Analysis.
- B) Request for transfer of funds in the amount of \$8,000 from Budget Code A.1325 110, *Salaries, Regular*, to Budget Code 1325 130, *Salaries, Part-Time*, to cover the shortfall as a result of the Deputy County Treasurer's per diem schedule in June approved by Resolution No. 158 of 2025.

10) Finance Committee action is required on the following Personnel Agenda items, contingent upon approval by the Personnel, Administration & Higher Education Committee - 3B, 4, 5, 6 and 8D.

PERSONNEL AGENDA ITEMS 3B, 4, 5, 6 and 8D:

3) Request/Item to be Discussed by the Director of Information Technology (Mike Colvin Director):

- B) Request to appropriate \$20,000 from Budget Code A.895.00, *Computer Reserve Fund*, to the Sheriff's Budget to purchase computers and related equipment and software.

4) Request/Item to be Discussed by the Clerk of the Board (Amanda Allen, Clerk of the Board):

Request for a transfer of funds in the amount of \$50,000 from Budget Code A.1990 469, *Contingent Account, Other Payments/Contributions*, to Budget Code A.1185 435, *Medical Examiners & Coroners, Medical Fees*, to cover the cost of autopsies for the remainder of the year.

5) Referral from the Criminal Justice, Public Safety & Emergency Services Committee (Chaired by Supervisor Geraci):

Probation (Bob Iusi, Director) -

Request to amend the Table of Organization and Salary Schedule to create the new position of Probation Officer Trainee #4, *Grade 16, Base Annual Salary \$52,270*, and unfund but retain the position of Probation Officer #14, effective November 24, 2025.

6) Referral from the Legislative, Rules & Governmental Operations Committee (Chaired by Supervisor Strough):

County Clerk (Carrie Black, County Clerk) -

Request to amend the Table of Organization and Salary Schedule to fund the position of Legal Recording Clerk, *Grade 7, Base Annual Salary \$45,751* and unfund but retain the position of Principal Legal Recording Clerk, *Grade 15, Base Annual Salary \$67,589*, effective November 24, 2025.

8) Request/Item to be Discussed by the County Attorney (Larry Elmen, County Attorney):

- D) Request for appropriation of funds in the amount of \$250,000 to cover the final payment in the structured settlement in the matter of John David Smith v. Warren County, et al. to Budget Code A.6010 419, *Social Services, Settlements*, and to determine a source of funding for same.

VI. Privilege of the Floor/Public Comment

VII. Motion to adjourn

RESOLUTION REQUEST FORM NO. 10**Request for Transfer of Funds****TO:** AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS**DEPARTMENT NAME:** Office of Emergency Services**SIGNED:****DATE:** October 21, 2025

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.3645.4128 110	FY24 LEMPG - Salaries Regular	A.3640 110	Civil Defense - Salaries Regular	\$1,830.60
A.3645.4128 810	FY24 LEMPG - Retirement	A.3640 810	Civil Defense - Retirement	\$249.22
A.3645.4128 830	FY24 LEMPG - Social Security	A.3640 830	Civil Defense - Social Security	\$166.99
A.3645.4128 831	FY24 LEMPG - Medicare Contribution	A.3640 831	Civil Defense - Medicare Contribution	\$38.94
A.3645.4128 860	FY24 LEMPG - Hospitalization	A.3640 860	Civil Defense - Hospitalization	\$208.82
A.3645.4128 865	FY24 LEMPG - Dental Insurance	A.3640 865	Civil Defense - Dental Insurance	\$3.43

Please state reason for transfers requested:

The amount budgeted in G/L Code A.3645.4128 FY24 LEMPG exceeds the grant award by the requested transfer amount of \$2,498. The remaining salary and fringe budget will be moved to A.3640 Civil Defense where those expenses will be paid through the end of 2025.

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions			

Please state reason for transfer request:**Please file original request with Clerk of the Board and retain copy for your records.**

REQUEST FOR TRANSFER OF FUNDS

TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

FROM: DEPARTMENT OF PUBLIC WORKS

Name of Department

SIGNED: _____ DATE: 10/22/2025

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>	<u>TOWN</u>
D.5112.8386 280	2024 CR#35 Diamond Point Road	D.5112.8382 280	2025 CR#35 Diamond Point Road	\$ 80,000.00	Lake George

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
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A.1990 439 Contingent Fund

Please state reason for transfer request:

Transfer surplus road project funds to cover capital project expenses

RESOLUTION REQUEST FORM NO. 10***Request for Transfer of Funds***TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: Social Services

SIGNED:

DATE: 10/06/2025

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.6010 110	Salaries - Regular	A.6010 120	Salaries- Overtime	\$20,000

Please state reason for transfers requested: 2025 budget - to cover costs through year end.

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions			

Please state reason for transfer request:

Please file original request with Clerk of the Board and retain copy for your records.

REQUEST FOR TRANSFER OF FUNDS

TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

FROM: DPW - Solid Waste

Name of Department

SIGNED: _____ DATE: 9/26/2024

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1628 435	Medical Fees	A.1628 120	Salaries - Overtime	\$ 204.00

\$ 204.00

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
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A.1990 439 Contingent Fund

Please state reason for transfer request:

To Fund Additional Overtime fees

REQUEST FOR TRANSFER OF FUNDS

TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

FROM: Public Works - Parks, Recreation and Railroad

Name of Department

SIGNED: _____

DATE: _____

10/22/2025

FROM CODE	TITLE	TO CODE	TITLE	
A.7110 110	General, P&R, Salaries - Regular	A.7110 120	General, P&R, Salaries - Overtime	\$2,000.00

FROM CODE	TITLE	TO CODE	TITLE
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Please state reason for transfer request:

To cover unanticipated overtime costs

WARREN COUNTY
Journal Report - September 2025

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
Admn.Fiscal Srv - Administrative Fiscal Services					
9/4/2025	A.1011 410	Supplies	Budget Transfer out of object code from A.1670 410	\$ 46.49	
9/4/2025	A.1670 410	Supplies	Budget Transfer out of object code to A.1011 410		\$ 46.49
9/12/2025	A.1011 444	Travel/Education/Conference	Budget Transfer out of object code from A.4530 440	\$ 1,000.00	
9/12/2025	A.4530 440	Legal/Transcript Fees	Budget Transfer out of object code to A.1011 444		\$ 1,000.00
9/16/2025	A.1011 410	Supplies	Budget Transfer within object code from A.1011 426	\$ 170.75	
9/16/2025	A.1011 426	Subscriptions	Budget Transfer within object code to A.1011 410		\$ 170.75
9/26/2025	A.1011 410	Supplies	Budget Transfer within object code from A.1011 426	\$ 225.98	
9/26/2025	A.1011 426	Subscriptions	Budget Transfer within object code to A.1011 410		\$ 225.98
9/26/2025	A.1670 410	Supplies	Budget Transfer within object code from A.1670 439	\$ 3.42	
9/26/2025	A.1670 439	Misc Fees & Expenses	Budget Transfer within object code to A.1670 410		\$ 3.42
Brd. of Election - Board of Elections					
9/19/2025	A.1450 260	Other Equipment	BUDGET TRANSFERS OUT OF OBJECT CODE FROM A.1450 210	\$ 3,220.00	
9/19/2025	A.1450 410	Supplies	BUDGET TRANSFERS OUT OF OBJECT CODE TO A.1450 260		\$ 3,220.00
County Attorney - County Attorney					
9/15/2025	A.1420 860	Hospitalization	Transfer within Object Code to A.1420 862		\$ 1,000.00
9/15/2025	A.1420 862	Health Insurance Cost Reimbursement	Transfer within Object Code from A.1420 860	\$ 1,000.00	
County Clerk - County Clerk					
9/4/2025	A.1410 424	Postage	Transfer within budget code to A.1410 426		\$ 130.00
9/4/2025	A.1410 426	Subscriptions	Transfer within budget code from A.1410 424	\$ 130.00	
9/5/2025	A.1410 210	Furniture/Furnishings	Transfer within budget code to A.1410 220		\$ 15.00
9/5/2025	A.1410 220	Office Equipment	Transfer within budget code from A.1410 210	\$ 15.00	
DPW_DPW Admin - DPW,DPW Administration					
9/2/2025	A.5610 260	Other Equipment	Transfer In Code from A.5610 410	\$ 384.89	
9/2/2025	A.5610 410	Supplies	Transfer In Code to A.5610 260		\$ 384.89
9/2/2025	D.5110 413	Repair & Maint.-Bldg/Property	Transfer In Code to D.5110 424		\$ 583.00
9/2/2025	D.5110 424	Postage	Transfer In Code from A.7113 413	\$ 583.00	
9/2/2025	DM.5130 260	Other Equipment	Transfer out of code to DM.5140 260		\$ 456.32
9/2/2025	DM.5140 260	Other Equipment	Transfer out of code from DM.5130 260	\$ 456.32	
9/11/2025	A.1620 415	Electricity	Transfer In Code from A.1620 470	\$ 8,700.00	
9/11/2025	A.1620 470	Contract	Transfer In Code to A.1620 415		\$ 8,700.00
9/11/2025	A.1624 415	Electricity	Transfer In Code from A.1624 470	\$ 6,000.00	
9/11/2025	A.1624 470	Contract	Transfer In Code to A.1624 415		\$ 6,000.00
9/11/2025	A.7113 415	Electricity	Transfer In Code A.7113 417		\$ 200.00
9/11/2025	A.7113 417	Water/Sewer/Taxes	Transfer In Code from A.7113 415	\$ 200.00	
9/11/2025	D.5110 410	Supplies	Transfer In Code from D.5110 465	\$ 27,000.00	
9/11/2025	D.5110 421	Equipment Rental	Transfer In Code from D.5110 465	\$ 5,000.00	
9/11/2025	D.5110 465	Road/Bridge Materials	Transfer In Code to D.5110 410		\$ 27,000.00
9/11/2025	D.5110 465	Road/Bridge Materials	Transfer In Code D.5110 421		\$ 5,000.00
9/11/2025	DM.5130 415	Electricity	Transfer In Code from DM.5130 442	\$ 300.00	
9/11/2025	DM.5130 426	Subscriptions	Transfer in Code from DM.5130 442	\$ 1,059.00	
9/11/2025	DM.5130 442	Automotive - Gas & Oil	Transfer In Code to DM.5130 426		\$ 1,059.00
9/11/2025	DM.5130 442	Automotive - Gas & Oil	Transfer In Code to DM.5130 415		\$ 300.00
9/12/2025	A.1624 260	Other Equipment	Transfer Out of Code from A.1624 410	\$ 531.57	

9/12/2025	A.1624 410	Supplies	Transfer In Code to A.1624 413	\$	100.97
9/12/2025	A.1624 410	Supplies	Transfer Out of Code to A.1624 260	\$	531.57
9/12/2025	A.1624 413	Repair & Maint.-Bldg/Property	Transfer In Code from A.1624 410	\$	100.97
9/12/2025	A.5610 417	Water/Sewer/Taxes	Transfer In Code from A.5610 470	\$	2,300.00
9/12/2025	A.5610 470	Contract	Transfer In Code to A.5610 417	\$	2,300.00
9/12/2025	D.5110 410	Supplies	Transfer In Code to D.5110 445	\$	30.62
9/12/2025	D.5110 445	Foods	Transfer In Code from D.5110 410	\$	30.62
9/12/2025	D.5110 453	Uniforms & Clothing	Transfer In Code from D.5110 470	\$	420.00
9/12/2025	D.5110 470	Contract	Transfer In Code to D.5110 453	\$	420.00
9/16/2025	A.1620 415	Electricity	Transfer In Code from A.1620 470	\$	6,400.00
9/16/2025	A.1620 470	Contract	Transfer In Code from A.1620 415	\$	6,400.00
9/16/2025	A.1624 415	Electricity	Transfer In Code from A.1624 470	\$	2,400.00
9/16/2025	A.1624 470	Contract	Transfer In Code to A.1624 415	\$	2,400.00
9/16/2025	A.7110 415	Electricity	Transfer In Code from A.7110 416	\$	8.00
9/16/2025	A.7110 416	Oil & Gas-Heating	Transfer In Code to A.7110 415	\$	8.00
9/16/2025	D.5142 410	Supplies	Transfer In Code to D.5142 470	\$	3,800.00
9/16/2025	D.5142 470	Contract	Transfer In Code from D.5142 410	\$	3,800.00
9/16/2025	DM.5130 415	Electricity	Transfer In Code from DM.5130 442	\$	1,600.00
9/16/2025	DM.5130 442	Automotive - Gas & Oil	Transfer In Code to DM.5130 415	\$	1,600.00
9/17/2025	A.1490 410	Supplies	Transfer In Code to A.1490 428	\$	34.33
9/17/2025	A.1490 428	Data Processing & Internet Fees	Transfer In Code from A.1490 410	\$	34.33
9/24/2025	A.5610 415	Electricity	Transfer In Code from A.5610 470	\$	6,330.00
9/24/2025	A.5610 470	Contract	Transfer In Code to A.5610 415	\$	6,330.00
9/24/2025	A.7110 415	Electricity	Transfer In Code from A.7110 470	\$	5,300.00
9/24/2025	A.7110 470	Contract	Transfer In Code to A.7110 415	\$	5,300.00
9/24/2025	A.7111 415	Electricity	Transfer In Code from A.7111 416	\$	500.00
9/24/2025	A.7111 415	Electricity	Transfer In Code from A.7111 428	\$	610.00
9/24/2025	A.7111 415	Electricity	Transfer In Code from A.7111 436	\$	500.00
9/24/2025	A.7111 416	Oil & Gas-Heating	Transfer In Code to A.7111 415	\$	500.00
9/24/2025	A.7111 428	Data Processing & Internet Fees	Transfer In Code to A.7111 415	\$	610.00
9/24/2025	A.7111 436	Advertising Fees	Transfer In Code to A.7111 415	\$	500.00
9/24/2025	A.7111.0198 410	Supplies	Transfer In Code to A.7111.0198 445	\$	20.00
9/24/2025	A.7111.0198 445	Foods	Transfer In Code from A.7111.0198 410	\$	20.00
9/24/2025	D.3310 410	Supplies	Transfer In Code to D.3310 415	\$	620.00
9/24/2025	D.3310 415	Electricity	Transfer In Code from D.3310 410	\$	620.00
9/24/2025	D.5110 413	Repair & Maint.-Bldg/Property	Transfer In Code from D.5110 470	\$	800.00
9/24/2025	D.5110 470	Contract	Transfer In Code to D.5110 413	\$	800.00
9/26/2025	DM.5130 410	Supplies	Transfer In Code from DM.5130 441	\$	1,000.00
9/26/2025	DM.5130 441	Auto-Supplies & Repair	Transfer In Code to DM.5130 410	\$	1,000.00
9/26/2025	A.1620 220	Office Equipment	Transfer Out of Code from A.1620 410	\$	105.10
9/26/2025	A.1620 260	Other Equipment	Transfer Out of Code from A.1620 410	\$	552.66
9/26/2025	A.1620 410	Supplies	Transfer Out of Code to A.1620 260	\$	552.66
9/26/2025	A.1620 410	Supplies	Transfer Out of Code to A.1620 220	\$	105.10
9/26/2025	A.1620 453	Uniforms & Clothing	Transfer In Code from A.1620 465	\$	2,028.00
9/26/2025	A.1620 465	Road/Bridge Materials	Transfer In Code to A.1620 453	\$	2,028.00
9/26/2025	A.1624 413	Repair & Maint.-Bldg/Property	Transfer In Code from A.1624 422	\$	1,000.00
9/26/2025	A.1624 422	Repair/Maint-Equipment	Transfer In Code to A.1624 413	\$	1,000.00
9/26/2025	A.1628 453	Uniforms & Clothing	Transfer In Code from A.1628 470	\$	350.00
9/26/2025	A.1628 470	Contract	Transfer In Code to A.1628 453	\$	350.00
9/26/2025	A.5610 424	Postage	Transfer In Code to A.5610 453	\$	20.00
9/26/2025	A.5610 453	Uniforms & Clothing	Transfer In Code from A.5610 424	\$	20.00
9/26/2025	A.7110 410	Supplies	Transfer In Code to A.7110 453	\$	337.00
9/26/2025	A.7110 453	Uniforms & Clothing	Transfer In Code from A.7110 410	\$	337.00

9/26/2025	D.3310 410	Supplies	Transfer Out Of Code to D.5110 453		\$	7,000.00	\$	7,000.00
9/26/2025	D.5110 453	Uniforms & Clothing	Transfer Out Of Code from D.3310 410		\$	7,000.00		
9/26/2025	DM.5130 415	Electricity	Transfer In Code from DM.5130 441		\$	28,800.00		
9/26/2025	DM.5130 441	Auto-Supplies & Repair	Transfer In Code to DM.5130 415				\$	28,800.00
9/30/2025	D.5110 416	Oil & Gas-Heating	Transfer In Code to D.5110 465				\$	12,000.00
9/30/2025	D.5110 465	Road/Bridge Materials	Transfer In Code from D.5110 416		\$	12,000.00		
Employment & Tr_WIA-Admin(Staff) - Employment & Training,WIA-Admin (Staff)								
9/9/2025	40.6293.0358 410	Supplies	object code change - to 40.6293.0358 470				\$	350.00
9/9/2025	40.6293.0358 470	Contract	object code change - from 40.6293.0358 410		\$	350.00		
9/16/2025	40.6293.0358 410	Supplies	object code change - to 40.6293.0358 433				\$	2,295.00
9/16/2025	40.6293.0358 433	Training-Client	object code change - from 40.6293.0358 410		\$	2,295.00		
9/24/2025	40.6293.0313 830	Social Security	object code change - to 40.6293.0313 862				\$	146.11
9/24/2025	40.6293.0313 862	Health Insurance Cost Reimbursement	object code change - from 40.6293.0313 830		\$	146.11		
9/24/2025	40.6293.0358 810	Retirement	object code change - from 40.6293.0358 831		\$	400.00		
9/24/2025	40.6293.0358 831	Medicare Contribution	object code change - to 40.6293.0358 810				\$	400.00
Human Resources - Human Resources								
9/18/2025	A.1435 210	Furniture/Furnishings	Transfer Funds Out of Object Code from A.1435 439		\$	132.99		
9/18/2025	A.1435 439	Misc Fees & Expenses	Transfer Funds Out of Object Code to A.1435 210				\$	132.99
Public Health_Health Services - Public Health,Health Services								
9/3/2025	A.4018.0030 220	Office Equipment	Budget Transfer Equip to A4018.0030.260 fm 220				\$	63.00
9/3/2025	A.4018.0030 260	Other Equipment	Budget Transfer Equip to A4018.0030.260 fm 220		\$	63.00		
9/10/2025	A.4013 810	Retirement	Budget transfer to A.4013.862 from A.4013.810 \$500				\$	500.00
9/10/2025	A.4013 862	Health Insurance Cost Reimbursement	Budget transfer to A.4013.862 from A.4013.810 \$500		\$	500.00		
9/11/2025	A.4018.0040 810	Retirement	Budget HE A				\$	500.00
9/11/2025	A.4018.0040 862	Health Insurance Cost Reimbursement	Budget HE A		\$	500.00		
9/16/2025	A.4018.0020 410	Supplies	Budget Transfer postage FH A.4018.0020.424 fm .410				\$	400.00
9/16/2025	A.4018.0020 424	Postage	Budget Transfer postage FH A.4018.0020.424 fm .410		\$	400.00		
9/26/2025	A.4018 260	Other Equipment	Out of BUdget Transfers To A4018 .410 .260 from .442 .444		\$	50.00		
9/26/2025	A.4018 410	Supplies	Out of BUdget Transfers To A4018 .410 .260 from .442 .444		\$	100.00		
9/26/2025	A.4018 442	Automotive - Gas & Oil	Out of BUdget Transfers To A4018 .410 .260 from .442 .444				\$	50.00
9/26/2025	A.4018 444	Travel/Education/Conference	Out of BUdget Transfers To A4018 .410 .260 from .442 .444				\$	100.00
Residential Hall - Countryside Adult Home								
9/4/2025	A.6030 413	Repair & Maint.-Bldg/Property	within of object code transfer from 6030 413 to 6030 444				\$	1,237.17
9/4/2025	A.6030 444	Travel/Education/Conference	within of object code transfer to 6030 444 from 6030 413		\$	1,237.17		
9/30/2025	A.6030 424	Postage	Budget Transfer within object code to A.6030 424 from A.6030 427		\$	50.00		
9/30/2025	A.6030 427	Memberships & Dues	Budget Transfer within object code from A 6030 427 to A 6030 424				\$	50.00
Sheriff_Sheriff Law Enf - Sheriff,Sheriff Law Enforcement								
9/16/2025	A.3150 424	Postage	budget transfer within object code from A.3150 470		\$	500.00		
9/16/2025	A.3150 470	Contract	budget transfer within object code to A.3150 424				\$	500.00
9/17/2025	A.3020.4055 250	Technical Equipment	budget transfer out of object code to A.3020.4055 470				\$	165,940.00
9/17/2025	A.3020.4055 470	Contract	budget transfer out of object code from A.3020.4055 250		\$	165,940.00		
9/17/2025	A.3110.4051 250	Technical Equipment	budget transfer out of object code to A.3110.4051 470				\$	631,036.82
9/17/2025	A.3110.4051 470	Contract	budget transfer out of object code from A.3110.4051 250		\$	631,036.82		
9/18/2025	A.3110 413	Repair & Maint.-Bldg/Property	budget transfer within object code to A.3110 470				\$	2,680.00
9/18/2025	A.3110 422	Repair/Maint-Equipment	budget transfer within object code to A.3110 470				\$	3,389.00
9/18/2025	A.3110 470	Contract	budget transfer within object code from A.3110 413		\$	2,680.00		
9/18/2025	A.3110 470	Contract	budget transfer within object code from A.3110 422		\$	3,389.00		

Social Services - Social Services

9/3/2025	A.6119 470	Contract	Budget transfer out of object code to A.6123 470		\$	90,000.00
9/3/2025	A.6123 470	Contract	Budget transfer out of object code from A.6119 470	\$	90,000.00	
9/11/2025	A.6055 470	Contract	Budget transfer out of object code from A.6109 470	\$	250,000.00	
9/11/2025	A.6109 470	Contract	Budget transfer out of object code to A.6055 470		\$	250,000.00
9/18/2025	A.6050 469	Other Payments/Contributions	Budget transfer out of object code to A.6140 470		\$	100,000.00
9/18/2025	A.6140 470	Contract	Budget transfer out of object code from A.6050 469	\$	100,000.00	
9/22/2025	A.6010 220	Office Equipment	budget transfer out of object code from A.6010 470	\$	1,590.00	
9/22/2025	A.6010 470	Contract	budget transfer out of object code to A.6010 220		\$	1,590.00
9/23/2025	A.6119 470	Contract	Budget transfer out of object code to A.6140 470		\$	200,000.00
9/23/2025	A.6140 470	Contract	Budget transfer out of object code from A.6119 470	\$	200,000.00	
9/25/2025	A.6055 470	Contract	Budget transfer out of object code to A.6109 470		\$	250,000.00
9/25/2025	A.6109 470	Contract	Budget transfer out of object code from A.6055 470	\$	250,000.00	

Tourism - Tourism

9/15/2025	A.6417.0002 480	Tourism-Special Events	Transfer from A.6417.0002 480 to A.6417.0002 480.03		\$	160.00
9/15/2025	A.6417.0002 480.03	Tourism - Special Event Discretionary Fund	Transfer from A.6417.0002 480 to A.6417.0002 480.03	\$	160.00	

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: County Administrator

DATE: 10/30/2025

- (a) Purpose of Contract Change:
To amend current contract to add a device for the office of Workforce Development
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract:
R 358/2055, 072/2025
- (c) Name of Contractor:
National Business Equipment
- (d) Address of Contractor: **15 Corporate Circle, Albany NY 12203**
- (e) Contractor's Contact Person and Telephone Number:
Bryan Mueller, (518)859-5299
- (f) Commencement Date of Extension:
- (g) Termination Date of Extension:
- (h) Payment Provisions: i) lump sum amount
ii) hourly rate amount
iii) total amount not to exceed
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.)
\$336.37/month (see attached)
- (i) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR** Capital Project **OR** Capital Reserve Project Number, and Title, and Amount:

Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx

*as listed in budget and LOGOS



15 Corporate Circle
Albany, NY 12203
Phone: (518) 724-6455
Fax: (518) 438-0493
www.national1927.com.com

To: Warren County Quote # 06092505
Attn: Tammie DeLorenzo
From: Bryan Mueller/Vice President
Date: July 31st, 2025 Quote Valid for 90 Days

Manufacturer KYOCERA MITA
Model TASKalfa MZ4001i (Workforce Development)
SEE BROCHURE FOR FULL SPECIFICATIONS LIST
Output Sizes 5.5" x 8.5" → 12" x 18"
Paper Sources Dual 500 Sheet Trays, 150 Sheet Bypass
Total Paper Supply 2,150 Sheets
Document Processor 140 Sheet RADF Document Processor
Duplex Automatic, Unlimited
Warm Up Time 30 seconds
First Copy Out Time 3.7 seconds
Multi Copy Speed 40 copies per minute
Image Modes Text, Photo, Text /Photo
Exposure Controls Auto, Manual
Reduction & Enlargement Pre-Set Ratios plus 25 - 400% Zoom
Memory 4.5GB, Dual 320GB Hard Drive
Stand Included
Printing Standard Printing & Network Interface Included, USB Host
 Host Interface
Scanning Standard Network Scanning, Scan to Folder,
 Scan to E-mail, Scan to FTP, Scan to USB
Finishing 1,000 Sheet Finisher

Retail Price (List Price \$24,517)

\$ 3,033.00	Kyocera TASKalfa MZ4001i
\$ 837.00	140 Sheet RADF Document Processor (DP-7150)
\$ 760.00	Dual 500 Sheet Paper Trays (PF-7140)
\$ 908.00	1,000 Sheet Finisher (DF-7120)
\$ 170.00	Attachment Kit (AK-7110)
\$ 500.00	Connectivity & Set Up
\$ N/C	Installation
\$ 265.00	Data Security Kit (10)
\$ 125.00	Wireless LAN NIC (IB-37)
\$ 6,598.00	(Omnia Contract # R241203)

Lease: FMV with \$0 Down Payment

24 Months: \$336.37

- Lease to end coterminously with current master lease

Service:

Add to the current Warren County all inclusive service agreement at a rate of \$.0065 per B&W print.

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: County Administrator

DATE: 10/30/2025

- (a) Is this a Result of a Bid or Request for Proposal?
No
- (b) Purpose of Contract:
To provide Conflict Resolution & Group Facilitation Services for Warren County Departments
- (c) Name of Contractor:
Mediation Matters
- (d) Address of Contractor: **10 N Russell Road - Suite 209, Albany NY 12206**
- (e) Contractor's Contact Person and Telephone Number:
Jim Fitzgerald (518)446-0356 Ext 16
- (f) Has or will the Contract be provided, if so, please attach:
MOU Attached
- (g) Commencement Date of Contract:
Upon execution
- (h) Termination Date of Contract:
Annual extensions upon agreement by both parties
- (i) Payment Provisions: i) lump sum amount
ii) hourly rate amount
iii) total amount not to exceed **\$9,000/year**
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
(see attached rate schedule)
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and Amount:**

A.1435 470 Human Resources. Contracts

**Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx**

*as listed in budget and LOGOS



10 N. Russell Road, Albany, NY 12206
 480 Broadway, LL-32 Saratoga Springs, NY 12866
 1473 Erie Boulevard, Suite 302, Schenectady, NY 12305

v. 518.446.0356
 v. 518.584.6361
 v. 518.847.0117

f. 518.446.0379
 f. 518.583.9659
 f. 518-847-0117

Memo of Understanding

This Memo of Understanding is a partnership between Warren County located at 1340 State Route 9 Lake George, NY 12845 and Mediation Matters located at 10 North Russell Road, Suite 209, Albany, NY 12206.

Mediation Matters was founded in 1979 as a non-profit, community-based organization to provide the skills and processes that help people handle conflict in a constructive way. The Center specializes in providing mediation and conflict resolution skills, restorative practices, training and consulting. We provide services within Albany, Rensselaer, Schenectady, Saratoga, Warren, and Washington Counties. Offices are located in Albany, Saratoga, and Schenectady.

Mediation Matters Organizational Values

We first ground our work in our key values as mediators, restorative justice practitioners, and facilitators:

Conflict as an Opportunity – We see conflict as a chance for better understanding, reflection, and growth rather than a barrier

Nonjudgment – We strive to conscientiously move beyond our assumptions of “right and wrong” and make space for curiosity, multiple perspectives, and critical thinking.

Restorative Approach – We foster relationships and processes of healing and understanding, rather than approaching harm with transactional or punitive frameworks.

As an organization and as community-based centers, we also commit to:

Accountability – We aim to be fully and transparently accountable to all our stakeholders, from the level of individual mediations to organizational priorities and decisions.

Adaptability and Equity – We commit to providing high-quality, contextualized services and activities to all clients, partners, volunteers, and participating communities, to make sure everyone is receiving what they need in order to fully participate.

Culture of Learning – We facilitate opportunities, policies, and practices that encourage all stakeholders to continuously acquire knowledge, reflect on their work, and make decisions based on participant feedback and needs.

Systemic Change – We work for long-term, transformative change to promote just and equitable frameworks within our social institutions and individual relationships.

Confidentiality and Self-determination

All services at Mediation Matters begin with an intake conversation to assist Mediation Matters in providing accurate and timely information to potential participants, to learn what each participant has been experiencing and needs from potential services, and to determine which services, if any, are appropriate and have potential in being beneficial to all parties involved. All services are voluntary. All services are confidential except for credible allegations of harm to oneself or others and/or allegations of child abuse or neglect.

Mediation Matters agrees to provide the following:

- Provide intake services with all potential conflict resolution service participants and other individuals deemed important for the intake process.
- Provide conflict resolution processes by a practitioner possessing relevant training and experience to conduct the service in a manner that ensures confidentiality, quality of the process, self-determination of all parties, impartiality, and safety.
- Provide invoices within 30 days after services have been delivered.

Warren County agrees to:

- Identify a point of contact for planning purposes
- If appropriate, obtain permission of potential service participants and provide Mediation Matters with names and contact information of individuals for intake conversations and possible follow-up services.
- Respond to inquiries from Mediation Matters within 48 hours unless a different timeframe is agreed upon.
- Adhere to payment schedule described in this MOU.

Description of potential services

Mediation – A process where one (or two) mediators who have no prior knowledge of specifics pertaining to the parties, host a conversation. The mediator will reflect what they are hearing and ask questions of the participants to gain deeper understanding of what each person has experienced, what each person needs, and to assist parties in surfacing a better path going forward that meets both their needs. If a written agreement is needed by the parties, the mediator will assist them in writing up a document that can serve as a foundation for both parties going forward.

Conflict Coaching – A process where a mediator with specialized training in coaching works one-on-one with a client to help them navigate through a challenging situation. The process consists of four phases:

- **Unpacking the story from the client’s perspective.** The coach will ask questions to fill in the story with as much detail as possible.
- **Analysis** – The coach and client analyze the story through three lenses that are present in every conflict – power (what power does each person in the story have or want to have?); identity (what roles does each person play in the story and what roles do they want to play?), and emotion (how does each person in the story feel and how do they want to feel?) The goal is for the client to have a solid, clear understanding of the conflict situation which sets them up for the next phase of the process.
- **The new story** – What does the client want and what realistically can the client do for a better path/handling of the situation. Creating a new narrative or vision that the client feels empowered to pursue.
- **Skills/Strategies** – In some cases, in order to carry out the new narrative/vision, certain skills or strategies are needed. The coach will work with the client to develop skills and strategies to better equip them to reach their new story.

Group Facilitation/Facilitated Dialogue – A practitioner with specialized training and experience with group facilitation leads a group through several stages toward a mutually agreed upon outcome. The facilitator will ready the group with relationship building and agreed upon expectations what the gathering’s purpose(s), assist the group to set an agenda and timeline for conversation, facilitate conversation towards the intended goal(s), and support the conversations with coaching, administrative tasks, and follow-up.

Restorative Practices – Two practitioners trained in restorative circles work with each potential participant in the circle conversation. Where a mediator enters the mediation process without any prior information from the parties, circle keepers spend a great deal of time with each person learning from them what they’ve experienced and what they need going forward. Circle keepers use those conversations to create questions ahead of time to which each group member will be invited to respond in the circle conversation. Participants use a talking piece and take turns going around the circle in sequence to build community and safety, identify values each person holds that is informing their approach to the conflict situation, share impact of the conflict situation, and finally explore alternatives to resolving/make better the current situation.

Training – Trainers lead the group in conflict resolution skills and allow opportunities to practice those skills to build confidence in having challenging conversations. Trainers can also facilitate dialogue with a group to assist them in sorting out what has been going on in a conflict situation and what might be possible strategies to improve things going forward.

Cost of services

Intake services - \$75/ hour x 10 hours	\$750 (Waived)
Conflict coaching - \$50/session x 3 session x 7 individuals (estimated)	\$1,050
Mediation – \$120/session x 6 session	\$720
Group Facilitation - \$150/hour x 6 hours (estimated)	\$900
Restorative Pre-conference process \$90/hour x 15	\$1,350
Restorative Circle process – \$300 per circle	\$300
<u>Training Services - \$300/hour x 6 hours (estimated)</u>	<u>\$1,800</u>
TOTAL	\$6,120

The above cost of services does not commit Warren County to engagement in any services. Only services mutually agreed upon between Mediation Matters and Warren County will be delivered and then invoiced for payment.

Payment is due within 30 days of the invoice date.

Printed Name _____
Warren County

Mediation Matters

Signature Date

Signature Date

REQUEST FOR TRANSFER OF FUNDS

TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

FROM: DEPARTMENT OF PUBLIC WORKS

Name of Department

SIGNED: _____ DATE: 10/22/2025

FROM CODE TITLE TO CODE TITLE AMOUNT TOWN

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A. 1990 469	Contingent Fund	A. 1624 415	Health and Human Services Building - Elec	\$35,000.00

Please state reason for transfer request:

Transfer funds to cover rate increases from NG for delivery charges

RESOLUTION REQUEST FORM NO. 7***Request to Amend County Budget****

**If this is the result of a grant award, also complete and submit Form No. 5 or 6*

DEPARTMENT NAME: Warren County Public Defender's Office

DATE: 10/21/2025

(a) Purpose of Amendment: **To move grant funding into County Budget**

(b) Appropriation Code, Object Code, Full Title and Amount:

A.1171.4206.860 Public Defender/Distribution Hospitalization \$3,500

A.1171.4206.865 Public Defender/Distribution Dental Insurance \$60

(c) Revenue Code (with title), and Amount:

A.1171.4206.3045 Public Defender/Distribution ILS \$3,560

RESOLUTION REQUEST FORM NO. 8

Request to Establish Capital Project or Capital Reserve Project*

****If this is the result of a grant award, also complete and submit Form No. 5 or 6***

DEPARTMENT NAME: Planning

DATE: 10/14/2025

- (a) Exact Title* and Number of Project (must be obtained from Treasurer's Office):
LCBP Septic Replacement - H449
- (b) Is this a Capital Project?
Yes
- (c) Is this a Capital Reserve Project?
No
- (d) Amount of Project:
\$111,000
- (e) Source of Funding (including name & title of codes, etc.):
H449.9550 2791 - In-kind Contrib. (revenue) - \$111,000
H449.9550 280 - Projects (expense) - \$111,000
- (f) Purpose of Establishment:
Establish project at full amount of contract and allow Planning staff to bill for administrative services associated with the Septic Replacement program. See R47 of 2025 - 100% reimbursement to be provided via the Lake George Basin Program on a reimbursement basis

***Title should reflect department if possible:**

i.e. Capital Project No. H274.9550 280 *Replace VASI with PAPI* would be clearer if name was listed as Airport Replace VASI with PAPI.

RESOLUTION REQUEST FORM NO. 8

Request to Establish Capital Project or Capital Reserve Project*

****If this is the result of a grant award, also complete and submit Form No. 5 or 6***

DEPARTMENT NAME: Planning

DATE: 10/14/2025

- (a) Exact Title* and Number of Project (must be obtained from Treasurer's Office):
Freight House Restoration - H450
- (b) Is this a Capital Project?
Yes
- (c) Is this a Capital Reserve Project?
No
- (d) Amount of Project:
\$308,441 (\$231,300 NYS share; \$77,111 local share)
- (e) Source of Funding (including name & title of codes, etc.):
\$231,300 - NYS Share - grant funded
\$77,111 - Local Share - A.9950 910, Transfers-Capital Proj, Interfund Transfers
- (f) Purpose of Establishment:
Warren County was awarded \$231,300 from OPRHP's Environmental Protection Fund - Historic Preservation Program (EPF-HP-D, Project No. 138036) to repair the roof and siding of the historic North Creek Freight House in Johnsbury. Grant was applied for via Res 191 of 2024

***Title should reflect department if possible:**

i.e. Capital Project No. H274.9550 280 *Replace VASI with PAPI* would be clearer if name was listed as Airport Replace VASI with PAPI.

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

**Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.*

DEPARTMENT NAME: Planning

DATE: 10/14/2025

(a) Purpose of Request:

To appropriate funds in the amount of \$77,111 to cover the local share cost associated with the establishment of Capital Project H450, Freight House Restoration

(b) Details:

Appropriate funds from:

A.899.00 - Reserve, County Railroad Repairs - \$77,111

Appropriate funds to:

A.9950 910, Transfers-Capital Proj, Interfund Transfers - \$77,111

(c) Previous Resolution Number:

N/A

(d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

see details section, above

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 7***Request to Amend County Budget********If this is the result of a grant award, also complete and submit Form No. 5 or 6*****DEPARTMENT NAME: Department of Workforce Development****DATE: October 22, 2025**

(a) Purpose of Amendment: Amend Department of Workforce Development budget to include the Workforce Innovation & Opportunity Act (WIOA) federal grant allocation for Program Year 2025 which runs through June 30, 2026.

(b) Appropriation Code, Object Code, Full Title and Amount:
Appropriation codes:

Workforce Innovation & Opportunity Act (WIOA) Total \$620,154.30

WIOA Adult	40 6293 0300	\$216,702.85
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WIOA Dislocated Worker	40 6293 0305	\$142,379.72
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WIOA Youth	40 6293 0310	\$211,075.69
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WIOA Administrative	40 6293 0313	\$49,996.04
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(c) Revenue Code (with title), and Amount:

4791 (Workforce Innovation & Opportunity Act) Total \$620,154.30

WIOA Adult	40.6293.0300 4791	\$216,702.85
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WIOA Dislocated Worker	40.6293.0305 4791	\$142,379.72
------------------------	-------------------	--------------

WIOA Youth	40.6293.0310 4791	\$211,075.69
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WIOA Administrative	40.6293.0313 4791	\$49,996.04
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REVENUES		TOTAL	\$	620,154.30
40.6293.0300 4791	* Program Year 2024 WIOA Title - Program - Adult	\$	216,702.85	
40.6293.0305 4791	* Program Year 2024 WIOA Title - Program - Dislocated Worker	\$	142,379.72	
40.6293.0310 4791	* Program Year 2024 WIOA Title - Program - Youth	\$	211,075.69	
40.6293.0313 4791	* Program Year 2024 WIOA Title - Program - Admin	\$	49,996.04	
2025 WIOA Title- Program- Adult		\$	216,702.85	
40.6293.0300 110	Salary - Regular	\$	116,006.81	
406293.0300 120	Salaries - Overtime	\$	6.73	
40.6293.0300 411	Rent-Building/Property	\$	15,785.20	
40.6293.0300 421	Equipment rental	\$	85.90	
40.6293.0300 428	Data Processing & Internet	\$	900.00	
40.6293.0300 433	Training - Client	\$	29,493.30	
40.6293.0300 470	Contract	\$	4,984.80	
40.6293.0300 810	Retirement	\$	19,108.40	
40.6293.0300 830	Social Security	\$	7,646.40	
40.6293.0300 831	Medicare contribution	\$	1,079.95	
40.6293.0300 860	Hospitalization	\$	16,454.40	
40.6293.0300 865	Dental	\$	166.16	
40.6293.0300 861	Retiree Hospitalization	\$	4,984.80	
2025 WIOA Title- Program- Dislocated Worker		\$	142,379.72	
40.6293.0305 110	Salary-Regular	\$	98,886.93	
40.6293.0305 470	Contract	\$	2,000.00	
40.6293.0305 810	Retirement	\$	14,299.37	
40.6293.0305 830	Social Security	\$	3,183.50	
40.6293.0305 831	Medicare contribution	\$	1,813.50	
40.6293.0305 840	Worker's Compensation	\$	2,007.64	
40.6293.0305 860	Hospitalization	\$	17,262.51	
40.6293.0305 861	Retiree Hospitalization	\$	2,926.27	
2025 WIOA Title-Program - Youth		\$	211,075.69	
40.6293.0310 110	Salaries - Regular	\$	106,688.69	
40.6293.0310 130	Salaries - Part Time	\$	17,000.00	
40.6293.0310 410	Supplies	\$	2,000.00	
40.6293.0310 411	Rent - Building/Property	\$	16,150.00	
40.6293.0310 423	Telephone	\$	1,000.00	
40.6293.0310 428	Data Processing & Internet	\$	500.00	
40.6293.0310 434	Allowances	\$	9,000.00	
40.6293.0310 444	Travel/education/conference	\$	1,250.00	
40.6293.0310 470	Contract	\$	22,487.00	
40.6293.0310 810	Retirement	\$	11,000.00	
40.6293.0310 830	Social Security	\$	8,000.00	
40.6293.0310 831	Medicare	\$	1,000.00	
40.6293.0310 840	Worker's Compensation	\$	2,500.00	
40.6293.0310 860	Hospitalization	\$	9,000.00	
40.6293.0310 861	Retirees hospitalization	\$	3,500.00	
2025 WIOA Title-Program - Admin		\$	49,996.04	
40.6293.0313 110	Salaries - Regular	\$	34,000.00	
40.6293.0313 410	Supplies	\$	896.04	
40.6293.0313 411	Rent-Building/Property	\$	3,000.00	
40.6293.0313 423	Telephone	\$	600.00	
40.6293.0313 426	Subscriptions	\$	200.00	
40.6293.0313 428	Data processing & internet fees	\$	400.00	
40.6293.0313 470	Contract	\$	500.00	
40.6293.0313 810	Retirement	\$	1,000.00	
40.6293.0313 831	Medicare contribution	\$	600.00	
40.6293.0313 840	Worker's Compensation	\$	800.00	
40.6293.0313 861	Hospitalization	\$	6,000.00	
40.6293.0313 860	Retiree Hospitalization	\$	2,000.00	

RESOLUTION REQUEST FORM NO. 7***Request to Amend County Budget****

**If this is the result of a grant award, also complete and submit Form No. 5 or 6*

DEPARTMENT NAME: Social Services

DATE: 10/06/2025

- (a) Purpose of Amendment: **To increase expenses and revenue based on receipt of the 2025-2026 Code Blue allocation from NYS OTDA (25-LCM-12), expenses to be reimbursed 100%**

- (b) Appropriation Code, Object Code, Full Title and Amount: **A.6010 470 Contracts \$ 135,378. This represents 50% of the estimated budget amount to be paid to the Open Door for contracted Code Blue services.**

- (c) Revenue Code (with title), and Amount: **A.6010 3610 State Aid Admin \$135,378**

RESOLUTION REQUEST FORM NO. 20***MISCELLANEOUS***

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: Park O & M

DATE: 10/22/25

- (a) Purpose of Request: To Reimburse Village of Lake George for Charles R. Wood Park August Attendants.
- (b) Details: Appropriation code A.1625 413 Charles R. Wood Park, Repair and Maint-Bldg/Property \$2,732.29.
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required) List Budget Code, Object Code, Full Title* and Amount: Deferred Revenue – Gaslight Village Parking Fees, A.691.07 \$2,732.29.

RESOLUTION REQUEST FORM NO. 9***Request to Increase or Decrease or Amend Existing Capital Project or
Capital Reserve Project****

**If this is the result of a grant award, also complete and submit Form No. 5 or 6*

DEPARTMENT NAME: DPW

DATE: 10/22/25

(a) Exact Title and Number of Project*: County Bridge & Culvert Projects (H390)

(b) Is this a Capital Project? Yes

(c) Is this a Capital Reserve Project? No

(d) Amount of Increase (if applicable):

(e) Amount of Decrease (if applicable): \$7,000.00

(f) Source of Funding (if Increase) (including name & title of codes, etc.):

-\$7,000.00 County Funds (Return surplus local match to fund source D.9950.910)

(g) Changes in Funding (if Amendment):

(h) Purpose of Increase or Decrease or Amendment: Return surplus local match to funding source D.9950 910

RESOLUTION REQUEST FORM NO. 7***Request to Amend County Budget****

**If this is the result of a grant award, also complete and submit Form No. 5 or 6*

DEPARTMENT NAME: DPW

DATE: 10/22/25

- (a) Purpose of Amendment: To increase D.9950 910 (Transfers - Capital Projects) in accordance with transfer of surplus local match funds from capital projects

- (b) Appropriation Code (with title), Object Code (with title) and Amount:
D.9950 910 - Interfund Transfers (\$7,000.00)

- (c) Revenue Code (with title), and Amount:
D.5010 5031 - Interfund Transfers (\$7,000.00)

RESOLUTION REQUEST FORM NO. 9***Request to Increase or Decrease or Amend Existing Capital Project or
Capital Reserve Project****

**If this is the result of a grant award, also complete and submit Form No. 5 or 6*

DEPARTMENT NAME: DPW

DATE: 10/22/25

- (a) Exact Title and Number of Project*: County Culvert Assessment (H409)
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Increase (if applicable):
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):
- (g) Changes in Funding (if Amendment): Amend shares to eliminate in-kind services and replace with \$7,000.00 Local Match Share (Transfer from D.9950.910 Transfers-Capital Projects)
- (h) Purpose of Increase or Decrease or Amendment: Fund grant local match

WARREN COUNTY
Expense Budget Exception Report
 Through Date: 9/30/2025

Account Number	Amended Budget	Y-T-D Balance	Amount Over/Under Budget	% Used
Fund: A General				
Department: 1325 County Treasurer				
130 - Salaries - Part Time	\$19,346.00	\$20,580.42	(\$1,234.42)	106.38%
Department: 1435 Human Resources				
120 - Salaries - Overtime	\$1,500.00	\$1,308.59	\$191.41	87.24%
Department: 1620 Buildings				
120 - Salaries - Overtime	\$14,000.00	\$11,983.23	\$2,016.77	85.59%
Department: 3020 Sheriff's 911 Center				
120 - Salaries - Overtime	\$60,382.00	\$50,982.15	\$9,399.85	84.43%
Department: 3110 Sheriff's Law Enforcement				
130 - Salaries - Part Time	\$268,339.00	\$365,392.49	(\$97,053.49)	136.17%
120 - Salaries - Overtime	\$354,052.00	\$467,667.01	(\$113,615.01)	132.09%
416 - Oil & Gas-Heating	\$5,939.29	\$5,939.29	\$0.00	100.00%
415 - Electricity	\$223,751.13	\$195,209.57	\$28,541.56	87.24%
Department: 3120 School Resource Officers				
Sub Department: 1002 Queensbury School District				
120 - Salaries - Overtime	\$3,382.57	\$4,139.26	(\$756.69)	122.37%
Sub Department: 1008 Warrensburg Central School Dist				
110 - Salaries - Regular	\$57,307.00	\$56,789.62	\$517.38	99.10%
Department: 3150 Sheriff's Correction Division				
130 - Salaries - Part Time	\$156,025.00	\$131,525.12	\$24,499.88	84.30%
Department: 3410 Fire Prevention & Control				
416 - Oil & Gas-Heating	\$1,000.00	\$1,000.00	\$0.00	100.00%
Department: 3620 Building & Fire Code				
Department: 3640 Civil Defense				
416 - Oil & Gas-Heating	\$2,025.00	\$1,987.09	\$37.91	98.13%
Department: 6010 Social Services				
120 - Salaries - Overtime	\$75,000.00	\$66,502.21	\$8,497.79	88.67%
Department: 6030 Countryside Adult Home				
120 - Salaries - Overtime	\$55,000.00	\$50,129.89	\$4,870.11	91.15%

WARREN COUNTY TREASURER

To: All Supervisors
 From: Christine V Norton CPA, County Treasurer
 Date: October 28 ,2025
 Subj: September 2025 Budget Analysis Report

Budget Analysis Report

One of the primary purposes of the monthly budget report is to keep the County Supervisors and Administration informed of any issues that could pose potential problems in the near future. By identifying these concerns early, appropriate action can be taken to address them before they develop into significant challenges.

We have analyzed the revenue and expenditure budgets for the County departments as of September 30,2025 and have noted the following items Supervisors should be aware.

Executive Summary

- **General Fund Balance**

The following shows the balance of unappropriated surplus for the General Fund as of the date of this report compared to the minimum balance needed to operate which equates to two months of operating expenses or 16.7%.

Fund Balance Surplus - 2024	\$37.9M
Appropriated For 2025 Budget	<u>\$(1.9)M</u>
Unappropriated Surplus - 2024	\$35.9M
Additional Appropriated During 2025	<u>\$(1.6)M*</u>
Balance Unappropriated Surplus 2025	\$34.3 M
Minimum Surplus Balance Needed (2 months operating expense)	<u>\$33.2M</u>
Balance of Surplus Exceeding/(Below) Minimum Balance	<u>\$1.1M</u>

*** - The details of the Additional Appropriated Surplus – 2025 are as follows:**

Date	Resolution	Description	Amount
03/23/2025	129	Treasurer - Insurance Reserve Fund	\$52,786
04/14/2025	162	Legislative Board - Office Chairs	\$986
04/14/2025	164	County Clerk - Travel/Education/Conference	\$4,500
04/30/2025	128	Various - CSEA grade allocation for certain titles	\$38,748
07/23/2025	266	Sheriff - CBA - Salaries/ Overtime shortfalls	\$598,171
07/23/2025	271	Treasurer - Cash Vest (Three Plus One) contract	\$45,500
07/23/2025	273	Treasurer - Countywide new Time Management system	\$105,380
09/23/2025	339	Mental Health - Psychiatric Exp/Criminal	\$500,000
10/20/2025	394	Social Services -Medicaid	\$225,880
			<u>\$1,571,952</u>

REVENUES

Sales Tax:

1. We have collected \$1,108,898 more in sales taxes through September 30, 2025 than we did through September 30, 2024 which is a 1.3 % increase.
2. We have received \$ 966,611 more than the 2025 revenue budget to date which is a 1.7 % increase.
3. The net County budget surplus after accounting for the distribution to the Towns and Village is \$ 512,304.

Occupancy Tax:

1. We have experienced a 5% increase in TOTAL Occ Tax dollars YOY, broken out as follows
 - a. Hotels, Motels and Resorts are up \$105,513 or 5% YOY
 - b. Short Term Rentals (STR's) are up \$ 17,330 or 5% YOY

CASH VEST/Three Plus One:

1. The Treasurer's office is working with CashVest to identify increased interest income (**~500K-1M potential**) by developing accurate and reliable future forecast of all cash and liquidity levels
2. The Treasurer's office has recently transferred **15M** from the General fund bank account to the General Insured Cash Sweep bank account to generate more interest income.
3. The Treasurer's office is also working with Arrow to invest another **~10M** in a new Treasury Note (for the purpose of generating more interest income.)

County Clerk:

1. **County Clerk Fees:** As of September 30, the department has received \$933,824 in 2025 and \$838,507 in 2024 which is an increase of **10.2%**
 - a. September actual revenue is **1.96%** behind expected 2025 budgeted amounts.
2. **Mortgage Tax:** As of September 30th, the department has received \$1,601,854 in Mortgage Tax in 2025 and \$1,279,530 in 2024 which is an increase of **20%**.
 - a. September actual revenue is **1.7%** ahead of expected budgeted amounts. The County Clerk attributes this to the increased housing prices due to strong demand and high construction costs.
3. **Automobile tax** – we have not received the September fees yet so we have drafted an analyses of automobile tax as of August 31st,2025. As of August 31st, the department has received \$306,047 in auto use tax in 2025 and \$334,726 in 2024 which is a decrease of **9.3%**. August actual revenue is **3.3%** behind of expected budgeted amounts.

Occupancy Tax Reserve:

We created two sub accounts: *Occupancy Tax Reserve- Minimum Balance* and the *Occupancy Tax Reserve- Encumbered* in order to better track occupancy reserve funds:

- The Occupancy Tax Reserve – Available balance is equivalent to the unappropriated surplus balance for the General Fund and represents what amount is currently available.
- The Occupancy Tax Reserve - Minimum balance represents the amount of reserve that we must keep on hand for cash flow.
- The Occupancy tax Reserve -Encumbered balance represents the amount that has been obligated either through a contract or purchase order and is not available for other uses. A significant amount of the Occupancy Tax Reserve – Encumbered balance covers periods throughout the year.

Date	Available	Minimum Bal	Encumbered	Total
12/31/2024	2,289,689	1,500,000	384,043	4,173,732
1/31/2025	1,260,810	1,500,000	1,133,318	3,894,128
2/28/2025	(233,770)	1,500,000	2,326,466	3,592,696
3/31/2025	(123,379)	1,500,000	2,141,065	3,517,686
4/30/2025	(1,905,142)	1,500,000	3,783,538	3,378,396
5/31/2025	(2,032,984)	1,500,000	1,785,264	1,252,280
6/30/2025	(1,840,169)	1,500,000	1,966,744	1,626,575
7/31/2025	(1,569,206)	1,500,000	1,160,895	1,091,689
8/31/2025	(864,171)	1,500,000	1,021,225	1,657,054
9/30/2025	712,612	1,500,000	807,035	3,019,647

County Debt Balances

The following shows the County's current debt outstanding as of September, 2025 along with ending debt balances for future years:

	Current Balance	End of 2025 Balance	2026	2027	2028	2029	2030- 2034	2035- 2039
Bonds								
Recovery Act Bonds, Various Proj	9,445,000	8,660,000	7,840,000	6,990,000	6,110,000	5,200,000	-	-
Court Expansion - 2015	5,120,000	4,720,000	4,305,000	3,880,000	3,445,000	2,995,000	530,000	-
Court Expansion - 2017	5,910,000	5,520,000	5,120,000	4,715,000	4,295,000	3,865,000	1,550,000	-
SUNY Adirondack NSTEM - 2017	4,000,000	3,735,000	3,465,000	3,190,000	2,905,000	2,615,000	1,050,000	-
Paving, Culverts and SUNY ADK ¹	19,795,000	18,935,000	18,045,000	17,110,000	16,125,000	15,090,000	9,095,000	1,665,000
Leased Commitments								
Copiers/Printers - National Busines	168,118	135,457	68,690	-	-	-	-	-
Copier - Toshiba	13,723	11,835	7,936	3,871	-	-	-	-
Office Space - Mental Health	16,822	-	-	-	-	-	-	-
Total Outstanding	44,468,662	41,717,292	38,851,626	35,888,871	32,880,000	29,765,000	12,225,000	1,665,000

Budget Exception Report

- Please see the attached Budget Exception report which summarizes budgeted expenditure line items where there is currently a problem or there may be a problem in the future. We are reporting on an exception basis only.
- Over expended budget line items are highlighted in red. Some of these items have been over expended for a few months without any action taken to amend the budgets.
- Each department is responsible for ensuring that their budgets including salary and fringe are not over expended and if they are, the issue should be addressed immediately. Legally, the County is not allowed to incur costs for goods or services without sufficient budget in the expenditure line item to cover these costs.

Again, we invite comments from Supervisors and department heads to expand this into a more useful management tool in these critical financial times.

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: TREASURER

SIGNED:

DATE: 10/28/2025

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1325 110	Salaries - Regular	A.1325 130	Salaries - Part Time	8,000

Please state reason for transfers requested:

To cover shortfall because of Deputy Treasurer's per diem schedule in June approved by resolution 158 of 2025.

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions			

Please state reason for transfer request:

Please file original request with Clerk of the Board and retain copy for your records.

AGENDA

OCTOBER 30, 2025

Committee Members: *Wild, Driscoll, Etu, Maday, Bean, Patchett, Merlino - Chair of the Board shall serve as an Ex-Officio member when needed in accordance with Section C(4) of the Rules of the Board*

- I. Committee meeting called to order by Chair.
- II. Motion to approve minutes of prior Committee meetings.
- III. Privilege of the Floor/Public Comment

IV. REQUEST FOR EXECUTIVE SESSION TO ADDRESS THE FOLLOWING AGENDA ITEMS:

- 3D) To provide an update on IT cybersecurity - pursuant to Public Officer's Law Section 105(1)(a), *matters which will imperil the public safety if disclosed*, and 108(3), *matters made confidential by Federal and State law*.
- 7A) To discuss collective negotiations, specifically regarding Memorandum of Agreement between Warren County and the Police Benevolent Association within the Sheriff's Office - Pursuant to Public Officer's Law Section 105(1)(e), *collective negotiations pursuant to Article Fourteen of the Civil Service Law*;
- 7B) To discuss collective negotiations, specifically regarding Memorandum of Agreement between Warren County and the Police Supervisor Benevolent Association within the Sheriff's Office - Pursuant to Public Officer's Law Section 105(1)(e), *collective negotiations pursuant to Article Fourteen of the Civil Service Law*;
- 8F) To engage in discussions of matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person concerning Warren County Planning Department - Pursuant to Public Officer's Law Section 105(1)(f).

V. ACTION AGENDA ITEMS:**1) SUNY Adirondack representatives to provide and update on the College.****2) Request/Item to be Discussed by the Human Resources Director (Jackie Figueroa, Director):**

Review of report on tracking of vacancies filled.

3) Requests/Items to be Discussed by the Director of Information Technology (Mike Colvin, Director):

- A) Request to authorize a new contract with New York State Office of Information Technology Services to participate in New York State SIEM Monitoring program effective upon execution and terminating three years after commencement of service.
- B) Request to appropriate \$20,000 from Budget Code A.895.00, *Computer Reserve Fund*, to the Sheriff's Budget to purchase computers and related equipment and software.
- C) Request to authorize the purchase of an additional line of insurance intended to insure the County in relation to IT assistance provided to towns under Shared Services Agreements.
- D) Request for an executive session to provide an update on IT cybersecurity - pursuant to Public Officer's Law Section 105(1)(a), *matters which will imperil the public safety if disclosed*, and 108(3), *matters made confidential by Federal and State law*.

4) Request/Item to be Discussed by the Clerk of the Board (Amanda Allen, Clerk of the Board):

Request for a transfer of funds in the amount of \$50,000 from Budget Code A.1990 469, *Contingent Account, Other Payments/Contributions*, to Budget Code A.1185 435, *Medical Examiners & Coroners, Medical Fees*, to cover the cost of autopsies for the remainder of the year.

5) Referral from the Criminal Justice, Public Safety & Emergency Services Committee (Chaired by Supervisor Geraci):
Probation (Bob Iusi, Director) -

Request to amend the Table of Organization and Salary Schedule to create the new position of Probation Officer Trainee #4, *Grade 16, Base Annual Salary \$57,270*, and unfund but retain the position of Probation Officer #14, effective November 24, 2025.

6) Referral from the Legislative, Rules & Governmental Operations Committee (Chaired by Supervisor Strough):
County Clerk (Carrie Black, County Clerk) -

Request to amend the Table of Organization and Salary Schedule to fund the position of Legal Recording Clerk, *Grade 7, Base Annual Salary \$45,751* and unfund but retain the position of Principal Legal Recording Clerk, *Grade 15, Base Annual Salary \$67,589*, effective November 24, 2025.

7) Requests/Items to be Discussed by the County Administrator (John Taflan, County Administrator):

- A) Request to authorize a Memorandum of Agreement between Warren County and the Police Benevolent Association within the Sheriff's Office for a term commencing January 1, 2026 and terminating December 31, 2029.
- B) Request to authorize a Memorandum of Agreement between Warren County and the Police Supervisor Benevolent Association within the Sheriff's Office for a term commencing January 1, 2026 and terminating December 31, 2029.

8) Requests/Items to be Discussed by the County Attorney (Larry Elmen, County Attorney):

Action Agenda/New Business Items:

- A) Request for resolution to approve and adopt policy for Americans with Disabilities Act Title II Services Dogs Within Workplace as recommended by the Warren County Risk and Safety Committee on October 16, 2025.
- B) Request for resolution to approve and adopt Policy for Children in the Workplace as recommended by the Warren County Risk and Safety Committee on October 16, 2025, to address the presence of children under fourteen (14) years of age within the County's workplace.
- C) Request to amend the agreement with Themis Solutions, Inc. (CLIO) to include automation application for legal document creation, referred to as "CLIO Draft," and to authorize up to two (2) additional one year terms.
- D) Request for appropriation of funds in the amount of \$250,000 to cover the final payment in the structured settlement in the matter of John David Smith v. Warren County, et al. to Budget Code A.6010 419, *Social Services, Settlements*, and to determine a source of funding for same.
- E) Request for resolution ratifying the actions of the Chair of the Board of Supervisors consenting to the Town of Queensbury serving as lead agency for SEQR review of the Woods at West Mountain Planned Resort Development project. Written consent deadline is November 14, 2025.

Discussion Items:

- F) Insurance Reserve Payment Report as of September 30, 2025: Report enclosed.
- G) Warren County Risk & Safety Manual
- H) Request for a motion to enter an executive session, per Public Officers Law § 105(1)(f), to engage in discussions of matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person concerning Warren County Planning Department.
- I) Request for a motion to enter an executive session, per Public Officers Law § 105(1)(d), to engage in discussions of proposed, pending and current litigation and to provide attorney-client communications per Public Officers Law § 108(3), concerning one or more of the matters listed below which shall be identified at the time of the meeting:
 - 1. Lawsuits Without Insurance Coverage:
 - a) Michael Easterbrooks v. Schenectady County, et al, Albany County Index No. 907013-2021, filed August 10, 2021. Plaintiff died April 2025. Plaintiff's brother appointed administrator for Plaintiff's estate; Depositions ongoing; Mediation session scheduled for November 17, 2025.
 - b) Joshua Rouse v. Berkshire Farms Center for Youth, et al, Warren County Index No. EF2021-69346, filed August 10, 2021. Discovery ongoing. Plaintiff's deposition completed August 26, 2025.
 - c) Kathleen Innes v. Warren County and Correctional Medical Care, NDNY 1:22-cv-00641-BKS-TWD, filed June 15, 2022. Discovery completed. Summary judgment motions fully submitted on May 15, 2025. Awaiting Court Decision and Order.
 - d) Estate of Ann Alice Hennessey v. County of Warren & Christine Norton, as County Treasurer, NDNY 1:24-cv-314-AMN-CFH, filed March 6, 2024.
 - Alleging violations of federal constitutional rights under 5th Amendment, 8th Amendment, and 14th Amendment, as well as section 1983 claims for deprivation of civil rights, and State law claim for unjust enrichment.
 - March 22, 2024: Insurance Coverage Denied through Travelers-claims made.
 - New York Tax Foreclosure Surplus Litigation: Multi-District Litigation (MDL) No. 3117: Plaintiffs motion to join all 37 counties subject to individual lawsuits. Responses filed 5/7/2024. Decision pending.
 - May 31, 2024: Motion to Dismiss against remaining plaintiff, Estate of Ann Alice Hennessey, filed with Federal District Court.
 - July 19, 2024: Plaintiff filed opposition papers to County's Motion to Dismiss.
 - July 25, 2024: County filed reply brief in response to plaintiff's opposition papers.
 - October 8, 2024: Court conference in Federal District Court regarding pending motions to dismiss. All separately filed lawsuits consolidated into a single matter following court conference. No new activity.
 - e) Village of Hudson Falls v. Town of Queensbury, Town of Kingsbury, County of Washington & County of Warren, Index No. 2024-37927, filed December 10, 2024. Action to Quiet Title on Village/Town Boundary Line along Warren Street and Quarry Crossing between Dix Avenue and River Street. Hearing on Motion for

Preliminary Injunction held March 20, 2025. No action taken by Court.

2. Lawsuits Covered by Insurance:

- a) Patricia Zahaba v. County of Warren and Town of Queensbury, Warren County Index No. EF2022-70243, filed June 13, 2022. Date of Loss alleged: June 11, 2021. Notice of Claim served September 8, 2021. Depositions ongoing.
- b) John Werner v. Bernice Conlon & Warren County, Warren County Index No. EF2022-70247, filed June 15, 2022. Date of Loss alleged: August 15, 2021. Notice of Claim served November 8, 2021. Depositions and discovery ongoing.
- c) Timothy McIntyre & Brenna Michalak v. County of Warren, Warren County Index No. EF2023-72092, filed December 11, 2023. Date of Loss alleged: September 18, 2022. Notice of Claim, served December 19, 2022.
- d) Timothy McIntyre & Brenna Michalak v. County of Warren, Warren County Index No. EF2023-72092, filed December 11, 2023. Date of Loss alleged: September 18, 2022. Notice of Claim, served December 19, 2022. Discovery ongoing.
- e) Nicholas Oudekerk (Pro Se) v. Sergeant Brandon Thomas & Corrections Officer Nicholas Crum, NDNY 9:24-cv-00109-AMN-TWD, filed March 13, 2024.
 - September 13, 2024: Motion to Dismiss filed.
 - October 10, 2024/October 24, 2024/December 4, 2024: Court provides Pro Se Plaintiff additional time and opportunity to file opposition papers to Motion to Dismiss.
 - December 19, 2024: Pro Se Plaintiff files opposition papers.
 - February 11, 2025: Awaiting Decision & Order.
 - June 9, 2025: Motion to dismiss denied. Discovery to follow.
- f) James Condon v. Warren County Deputy Sheriffs Ortiz & Duggan, NDNY 1:24-cv-1172, filed September 25, 2024. Discovery started. Court Ordered Mediation Sessions: July 30, 2025. Depositions of named County employees completed. Plaintiff's deposition completed. Depositions for two sheriff deputies completed. Third-party depositions pending.
- g) Corey M. Russell (Pro Se) v. Bailey, NDNY 9:24-cv-1109, filed November 4, 2024. Date of Loss: June 4, 2024. Order dismissing various claims filed October 23, 2024. County Motion to Dismiss filed April 30, 2025.
- h) Daniel S. Murray v. County of Warren, NDNY 9:25-cv-00622, filed May 16, 2025. Date of Loss: March 2025. Lawsuit alleged medical indifference, per Eighth Amendment to US Constitution for failure to timely replace lost hearing aids, and violations of the Americans with Disabilities Act and Rehabilitation Act. Initial appearances pending. Claim was tendered to Primecare by contractual agreement for defense and indemnification.
- i) Kristi Truesdell v. Gregory Canale, et al, NDNY 1:24-cv-01309, filed October 25, 2024 and Second Circuit Court of Appeals Case No. 25-2031. The lawsuit was filed by this pro se plaintiff claiming an inability to pay the filing fees required and alleging that members of the Public Defender's Office violated her legal rights under 42 U.S.C. 1983 discriminating against her by failing to appoint counsel for her in a Family Court matter involving her parents. The District Court completed a sua sponte review of the complaint and dismissed all claims against the named County employees working for the Public Defender's Office. When Plaintiff filed a notice of appeal, the County was notified of the appeal, the matter was submitted to the County's insurance carrier, and legal counsel was assigned by Travelers. Plaintiff must perfect her appeal by filing the documents required by the Federal Court of Appeals.
- j) Nicholas Oudekerk v. CO Green, NDNY 9:25-cv-01115, filed September 4, 2025, served October 10, 2025. The lawsuit alleges a violation of an incarcerated person's civil rights under 42 USC § 1983 during a Glens Falls City Court proceeding after the presiding judge adjourned the matter and while being escorted, in restraints, to the holding room in the courtroom. Plaintiff alleges that his arm was pulled by the transporting corrections officer and that it hurt. The Federal District Court dismissed all other claims against Warren County, prior to the lawsuit being served upon the County.

3. Notice of Claims & Administrative Complaints:

- a) Administrative Complaint: Department of Human Rights for Richie Russo against County of Warren and Warren County DSS, dated May 2, 2024. Date of Loss alleged: November 27, 2023 through March 7, 2024. 2/3/2025: Final Investigation Report and Basis of Determination issued by NYS Division of Human Rights finding probable cause to support allegations of the complaint. Matter to proceed to administrative law judge for hearing.
- b) Notice of Claim served July 15, 2024. Jennifer Dees & Ethan Smith. Date of Loss alleged: June 2024. Warren County District Attorney's Office regarding assignment as special prosecutor for Saratoga County in the matter of People v. Veronica Smith.

- c) Notice of Claim served January 24, 2025. Tyson Poulos alleges malicious prosecution and denial of right to fair trial, to include negligent hiring, supervision, retention and training of various employees of the County and its departments.
- d) Notice of Claim served June 12, 2025. Ryan Brower, an incarcerated person at the Warren County Correctional Facility, alleges unlawful release of medical records in violation of HIPAA. Claim was tendered to Primecare by contractual agreement for defense and indemnification.
- e) Notice of Claim served July 9, 2025. Eric Larkin, an incarcerated person at the Warren County Correctional Facility, alleges negligence claims regarding medical treatment received during his stay at the county jail. Claim was tendered to Primecare by contractual agreement for defense and indemnification.
- f) Notice of Claim served July 21, 2025. Estate of Dylan Calabrese claims the wrongful death of decedent was caused by the negligence of the County of Warren and Town of Queensbury on April 24, 2025 when decedent was operating a motorcycle on Quaker Road traveling eastbound. Decedent approached the intersection of Lafayette Street in the Town of Queensbury and proceeded into the intersection. The notice of claim alleges that decedent's motorcycle was struck by the vehicle operated by Roger Burdo who was traveling westbound on Quaker Road and executing a left hand turn onto Lafayette Street.
- g) Notice of Claim, served July 21, 2025. Darcy L. Williams claims ongoing civil rights violations, ADA noncompliance, Family Court retaliation, disability discrimination, DSS misconduct and other unclassified causes of harm to her and her children related to conduct by the Department of Social Services, Warren County Sheriff's Office and Family Court of the State of New York-Warren County.
- h) Notice of Claim, served September 10, 2025. Brian K. Bagley claims an unlawful seizure and wrongful conversion of property along with the arbitrary euthanasia of his companion animal on July 2025. Claim was reported to Travelers for coverage and was closed due to no observed County liability.

VI. PENDING ITEMS:

No Items this Month.

VII. Privilege of the Floor/Public Comment

VIII. Motion to adjourn

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: CLERK OF THE BOARD

SIGNED:

DATE: 10/30/2025

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
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Please state reason for transfers requested:

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions	A.1185 435	Medical Examiners & Coroners, Medical Fees	\$50,000.00

Please state reason for transfer request:

No remaining funding available - requesting additional funding to cover autopsy costs for the remainder of 2025

Please file original request with Clerk of the Board and retain copy for your records.

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Probation

DATE: October 21, 2025

- (a) Title of Requested Position: Probation Officer Trainee #4
- (b) Annual **Base** Salary (and Grade if Applicable): \$57,270 Grade 16
- (c) Effective Date for New Position*: ASAP
**Please do not backdate unless the purpose is to correct an error.*
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request:
 (Include annual salary and grade if applicable):
 We desire to create position in A. 3140 Probation, remove funding from current Probation Officer #14 Position , keep title in code unfunded and use funding for POT position.
- (e) Where are Funds in the Budget for this Position?
 List Budget Code, Object Code, Full Title and Amount:
 A.3140 110 Probation-Salaries-Regular \$57,270
- (f) Is a Budget Transfer needed? YES NO
 If yes, please complete Resolution Request Form No. 10 – Transfer of Funds
 If no, please provide details on how the increase will be funded with the current budget:
- (g) Has Director of Human Resources Reviewed and Approved of the New Position Title? YES NO
(approval is necessary BEFORE bringing the request to Committee) HR Director Initial AD 10/1/25
- (h) Had County Administrator Reviewed and Approved Creation of New Position? YES NO
(approval is necessary BEFORE bringing the request to Committee) Co. Admin Initial _____
- (i) Is this a mandated position? YES NO
 If yes, please explain:
- (j) Is there expected revenue from this position? YES NO
 If yes, please explain and complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue:

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: County Clerk

DATE: 10/24/2025

- (a) Title of Requested Position: **Legal Recording Clerk (already established, just not funded)**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$45,751 Grade 7**
- (c) Effective Date for New Position*: **11/24/2025**
**Please do not backdate unless the purpose is to correct an error.*
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
****UNFUND BUT RETAIN* Principal Legal Recording Clerk - Grade 15, Salary \$67,589**
need to fund in the future
- (e) Where are Funds in the Budget for this Position?
 List Budget Code, Object Code, Full Title and Amount:
A.1410 110 - Salaries - Full-time
- (f) Is a Budget Transfer needed? YES NO
 If yes, please complete Resolution Request Form No. 10 – Transfer of Funds
 If no, please provide details on how the increase will be funded with the current budget:
- (g) Has Personnel Officer Reviewed and Approved of the New Position Title? YES NO
*(This is necessary **BEFORE** bringing the request to committee)*
- (h) Is this a mandated position? YES NO
 If yes, please explain:
- (i) Is there expected revenue from this position? YES NO
 If , please explain and complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue:

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: County Attorney

DATE: 10/30/25

- (a) Purpose of Request: **Appropriation of funds in the amount of \$250,000 to cover the final payment in the structured settlement in the matter of John David Smith v. Warren County, et al. to Budget Code A.6010 419 Social Services, Settlements**
- (b) Details: **A structured settlement was agreed upon in the matter of John David Smith v. Warren County, et al., Index No. EF2020-68480, in the Warren County Supreme Court and the final payment needs to be made by January 30, 2026**
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **To be determined by the Committee**

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS